



JOB TITLE: Fundraiser
LOCATION: Oxford
GRADE: SAFE! Admin 2 - £27,893 - £30,752 (pro rata)
HOURS: Part-time - 15 hours a week
RESPONSIBLE TO: CEO

Purpose of the Job

To coordinate and implement fundraising within the organisation, supporting the CEO and Senior Management Team with income generation.

Main Tasks

1. Identify potential funders and coordinate applications for small grants and trusts
2. Develop campaigns to support development of individual giving and supporter fundraising
3. Upkeep of fundraising and supporter sections on SAFE! website
4. Organise and manage fundraising events, campaigns and initiatives
5. Work with the CEO and Trustees to develop and execute corporate fundraising strategies
6. Maintain accurate records of donations and donor information
7. Collaborate with team members to promote fundraising efforts and opportunities on social media
8. Monitor and report on fundraising progress and outcomes
9. Support with external communications to customers/clients as required
10. Support with event management as required
11. Supporting with record keeping of trusts and grants/contracts funding, including a central database/spreadsheet with core information on each approach and source of funds
12. Other fundraising administration support as required by the CEO
13. To carry out all duties in accordance with relevant SAFE! procedures and guidance, including in relation to Safeguarding Children, Data Protection, Health & Safety, and the UN Convention on the Rights of the Child

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role and the overall business objectives of the organisation.

Person Specification

	Essential	Desirable
Educational Achievements, Qualifications and Training	Educated to A-level/level 3 NVQ or equivalent as a minimum	
Experience	Experience of fundraising Experience in an administrative role Experience in a confidential environment	
Job Related Aptitude and Skills	Excellent keyboard skills Excellent written, verbal and numeracy skills Excellent interpersonal, communication and organisational skills Excellent accuracy and attention to detail Good team player Ability to multitask	
Personal Qualities	Commitment to a high standard of professionalism. Ability to cope with rapid change and pressure of changing and developing systems	
Understanding / Knowledge	Full use of Office 365 incl Word, Excel	Knowledge of grant-making Knowledge of fundraising trends and best practice.
Special Requirements	Satisfactory Enhanced Disclosure and Barring Service disclosure	
Equal Opportunities	Able to demonstrate commitment to anti-discriminatory practice	